

GEORGIA INDIVIDUAL INCOME TAX INSTALLMENT AGREEMENT REQUEST

If you are unable to pay the full amount of tax due with your individual income tax return, you may request an installment agreement by completing this form. You are encouraged to make payments as large as possible to minimize the penalty and/or interest charges. Please note that requesting an installment agreement will not stop the accrual of these charges. You may want to consider other less costly alternatives before requesting an installment agreement.

To ensure proper handling, **place this form on the top of your tax return** when you mail it to the Department for processing.

If you have questions concerning this procedure, please call the Installment Unit, **(404) 657-0295 or 1-877-602-8477**.

MAJOR SOCIAL SECURITY #		TAXPAYER'S FULL NAME	
IF JOINT RETURN, SPOUSE'S SOCIAL SECURITY #		SPOUSE'S FULL NAME	
STREET ADDRESS			CITY
STATE			
ZIP CODE	HOME PHONE NUMBER ()	YOUR WORK PHONE NUMBER ()	YOUR SPOUSE'S WORK PHONE NUMBER ()
TOTAL TAX DUE SHOWN ON RETURN	AMOUNT SUBMITTED WITH RETURN		PROPOSED MONTHLY PAYMENT AMOUNT
YOUR SIGNATURE			DATE
YOUR SPOUSE'S SIGNATURE			DATE

If you are currently in bankruptcy and this liability is being paid through your bankruptcy plan, DO NOT file this form.
 YOU SHOULD RECEIVE A RESPONSE TO THIS REQUEST WITHIN 90 DAYS. PAYMENT COUPONS WILL BE PROVIDED UPON APPROVAL.
 IF YOU RECEIVE NO RESPONSE PLEASE CALL EITHER NUMBER LISTED ABOVE.

DOUBLE CHECK YOUR RETURN

Before mailing your return, please carefully review the following items:

- Social security number(s) are not listed on the mailing label. They have been omitted to protect your privacy. Remove the mailing label from the back of this booklet. **If the information is correct, enclose it with the form but also enter your social security number(s) on the form.** If the information is incorrect or you do not have a label, print or type your name(s), address (including apartment number) and social security number(s) in the space provided. If your address has changed, print or type an "X" in the change of address box.
- Did you enclose your W-2 and other withholding statements with the return?
- Did you enclose a copy of Pages 1 and 2 of your Federal return and/or Federal Schedule A, if applicable?
- If you claimed another state(s) tax credit, did you enclose a copy of the other state(s) tax return?
- If there is a balance due on your return, did you include your remittance payable to the Georgia Income Tax Division?
- If there is an overpayment, did you indicate the amount to be refunded and/or the amount to be credited to estimate or a contribution to the Nongame-Endangered Wildlife Conservation Fund, the Children and Elderly in Need Fund, or the Breast Cancer, Prostate Cancer and Ovarian Cancer Research Program Fund?
- Have you used the correct envelope? **Do not mail your Georgia return to the Internal Revenue Service.**
- **Sending your return by certified mail could delay the processing of your refund.**
- Verify that you have used the correct mailing address on your return as provided by the U.S. Postal Service.

NOTE: If your return reflects a balance due of less than \$1, remittance need not be made to the Georgia Income Tax Division. If your return reflects a refund of less than \$1, you will not receive a refund check unless a separate application is filed in duplicate on Georgia Form IT-550.